



PRESENTED BY



Dear Exhibitors,

Thank you for being part of the **2024 National Pheasant Fest and Quail Classic**. This year we are excited to return to South Dakota – The pheasant capital of the world!

Please find listed below important information for all exhibitors to know. The documents can also be found on our website – www.pheasantfest.org under the “Exhibitor Information” tab.

Show Site Location: Denny Sanford Premier Center
1201 West Ave
Sioux Falls, SD 57104

Show Hours:	Friday, March 1, 2024	12:00 pm – 7:00 pm
	Saturday, March 2, 2024	9:00 am – 6:00 pm
	Sunday March 3, 2024	9:00 am – 4:00 pm

Booth Move In and Set-Up

Setup will take place on Thursday, February 29, 2024, from 9:00 am until 7:00 pm and Friday, March 1, 2024, from 8:00 am until 10:00 am. It is advised to arrive early on Thursday to setup to avoid the Friday rush. Exhibitor check in will be located in the back (N/NW side) of the main convention center hall near loading dock entrances near booth #1721 and #1820.

Booth Tear Down

Exhibitors should not tear down their booths prior to 4:00 pm show closing on Sunday per your exhibitor agreement.

Exhibitor Passes

You will receive 4 exhibitors passes per booth to exchange between workers. These passes will be distributed upon exhibitor check-in at the Denny Sanford Premier Center in the Exhibit Hall. If you need additional passes, you may purchase more for \$5.00 per pass.

Booth Payment

All booths must be paid for prior to December 1, 2023. Please call Bill Fisher at (651)-209-4928 with any questions or to process a payment.

Insurance Requirement

All exhibitors are required to provide Pheasants Forever with a copy of their liability insurance. If you do not have liability insurance, please contact Specialty Insurance Agency at (715)-246-8908 for purchasing options. Please email your insurance documents to pheasantfest@pheasantsforever.org

Booth Decorations and Shipping

Freeman is the official decorator for National Pheasant Fest and Quail Classic. **Tables & Chairs ARE NOT provided.**

Freeman also handles shipping of any materials and other event services. The booths in the main exhibit area are carpeted with existing carpet. The booths in the ballroom and arena are not carpeted. You may order your tables, chairs, carpeting, etc., through Freeman here:

<https://www.freemanco.com/store/show/landing?referer=s&nav=02&showID=528462>

South Dakota Department of Revenue Tax Form

All Sponsors/Exhibitors MUST complete and return the South Dakota Department of Revenue Tax form linked below. These forms are to be completed by every Sponsor/Exhibitor at National Pheasant Fest & Quail Classic. If you are not selling product, please note that by writing “[company/exhibitor name] will not be selling product on the show floor” at the top portion of the form. All Exhibitors that are selling products are required to collect and remit sales tax to the South Dakota Department of Revenue (SDDOR) per the directions on the form. If you have questions regarding taxability or whether you need to collect tax, contact the South Dakota Department of Revenue’s Sales Tax Division at (605) 367-5800 or email Eleny.Alemayehu@state.sd.us
Link to South Dakota Department of Revenue Tax Form: <https://www.pheasantsforever.org/getattachment/c28c01bb-fc48-44b7-ac26-4c114fcf0b05/2024-SDDOR-Tax-Form.pdf.aspx?lang=en-US>

Electric, Internet and Telephone needs

Any electric, audio visual, or internet you may need for your booth will need to be ordered directly through the Denny Sanford Premier Convention Center. Follow the link on our Exhibitor Info tab on our event website to find ordering forms:

<https://www.pheasantsforever.org/Pheasant-Fest/Exhibitor-Information.aspx>

These purchases may also be made at the facility office upon arrival during your setup.

Tickets

Tickets are available on a first-come-first-serve basis for the Thursday and Friday Events, the Saturday evening National Pheasant Fest and Quail Classic Banquet, and all other events not included with regular admission. Please purchase tickets online at:

<https://pfqf.myeventscenter.com/event/2024-National-Pheasant-Fest-Quail-Classic-84173>

Or purchase tickets through Alexa Pudil apudil@pheasantsforever.org (651) 209-4957.

Hotel Rooms

Best Western Plus Ramkota Hotel
3200 W Maple Street
Sioux Falls, SD 57101

Sheraton
1200 North West Ave
Sioux Falls, SD 57104

For this year’s National Pheasant Fest & Quail Classic please follow our hotel links on the Exhibitor Info tab on our event website and refer to Pheasant Fest when making your room reservations: <https://www.pheasantsforever.org/Pheasant-Fest/Exhibitor-Information.aspx>

Parking

Exhibitor and attendee parking around the Denny Sanford Premier Center is free and available on a first come, first served basis. Exhibitor trailer parking is available in Lot E on the North side of the facility. Please see the parking map on our website for reference:

https://www.pheasantsforever.org/getattachment/25c670c6-efd9-4ddc-a19c-b60111a4b44e/Parking-Map_Denny-Sanford-Premier-Center.pdf.aspx?lang=en-US



**Thank you for being part of the 2024 National Pheasant Fest and Quail Classic!
We look forward to seeing each of you in Sioux Falls this coming March!**